

Women Giving
FOR SPARTANBURG
WORKING TOGETHER FOR CAUSES THAT MATTER

Women Giving for Spartanburg Intern Position Description

POSITION:

The Women Giving for Spartanburg (WGFS) Intern is responsible for providing support to WGFS's Program Director in the areas of marketing and events, grantmaking, and the overall administrative work of WGFS. The WGFS Intern works under the overall direction of WGFS's Program Director, but may collaborate with other members of WGFS and Foundation staff. WGFS will endeavor to provide the WGFS Intern with meaningful assignments that contribute to an overall understanding of the profession and readiness for post-graduate employment.

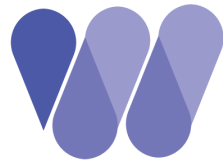
RESPONSIBILITIES:

Under the general supervision of the WGFS Program Coordinator, the student intern performs the following responsibilities:

- Mail invitations, SHEro thank you and recognition notes, and other correspondence as requested.
- Mail renewal/ New Member postcards monthly.
- Print and mail e-newsletters to individuals who do not have email addresses.
- Assist with printing for all meetings and events.
- Make sure all nametags are organized and ready for events.
- Update Prospective Member packets as needed.
- Send Prospective Member mailings.
- Make sure postcards, envelopes, Annual Report, and other collateral are available at the Foundation. Notify Program Coordinator when these are getting low and need to be reordered.
- Assists WGFS Program Director in updating and maintaining records.
- Attends WGFS and community events as needed.
- Assists with miscellaneous tasks and other special projects as assigned.

QUALIFICATIONS:

- College or Graduate student working toward a degree.
- Excellent oral and written communication skills.
- Experience working with websites and social media.
- Ability to work independently and to take initiative.
- Strong attention to details, ability to meet deadlines, and good follow-through on tasks.



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TIME REQUIREMENTS:

A maximum of 10 hours per week, flexible according to the student's schedule.

For more information, please contact Elizabeth-Kelly Pope, Program Coordinator, at 864-431-8466 or ElizabethKelly@WomenGivingSpartanburg.org.

Updated December 1, 2022